

**Westfield Primary School**



**Remote Learning**

**Date Adopted: November 2024**

**Chair of Governors: Mrs L Farrow**

**Signed:**

**Headteacher: Miss S Pope**

**Signed:**

**Review Date: November 2026**

<b>Previous Version</b>	<b>January 2021</b>
<b>Changes Made</b>	<b>New Model Version</b>

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- **1. Aims**

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school.

Set out expectations for all members of the school community with regards to remote learning

Provide appropriate guidelines for data protection.

- **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available between normal school hours 8:50am until 15:20pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

Providing feedback on work.

Keeping in touch with pupils who aren't in school and their parents.

Attending virtual meetings with staff, parents and pupils.

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely.

Attending virtual meetings with teachers, parents and pupils.

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

Alerting teachers to resources they can use to teach their subject remotely

### **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here

Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The designated safeguarding lead will take lead responsibility for child protection and wider safeguarding (including online safety and understanding the filtering and monitoring systems which are in place).

## **2.6 IT staff**

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Helping staff with any technical issues they're experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

Be contactable during the school day – although consider they may not always be in front of a device the entire time

Complete work to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants

Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise can't complete work

Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

## **2.8 Governing board**

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### • **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to Mr Parker

Issues with IT – email EDAC [support@edac-solutions.co.uk](mailto:support@edac-solutions.co.uk)

Issues with their own workload or wellbeing – talk to Miss Pope

Concerns about data protection – talk to the data protection officer 0151 511 7003

Concerns about safeguarding – talk to Miss Pope

### • **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

Ensure that adhere to data protection policy and acceptable use agreements.

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

#### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

Making sure the device locks if left inactive for a period of time

Not sharing the device among family or friends

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

### • **5. Safeguarding**

Ensure Safeguarding policy is adhered to.

- **6. Monitoring arrangements**

This policy will be reviewed every 2 years by Miss Pope. At every review, it will be approved by Governing Body.

- **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and Safeguarding Policy.
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy

Online safety policy